

**GENERAL DEFINITION OF WORK:**

Professional educator who provides leadership to the local Youth Animal Science program and manages its day-to-day operation including management of activities at the proposed Fauquier County Agriculture Complex. This position will mirror the 4-H mission: to develop youth and adults working with those youth, to realize their full potential – becoming effective, contributing citizens through participation in research-based, non-formal, hands-on educational experiences.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:****Developing, coordinating and implementing programs; scheduling volunteers; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as manager of the unit Youth Animal Science Development program.
- Provide leadership to an educational process through which youth and adults learn the skills of understanding self; acquiring, analyzing and using information, communicating and relating to others; problem solving and decision making; managing resources; and working with others.
- Plan, execute and evaluate the Animal Science Youth Development program.
- Provide leadership for Animal Science Youth Development programs that meet the needs of youth regardless of race, color, national origin, gender, age, disability, or religion.
- Identify, recruit, train, support, and manage volunteers to implement and carry out the Animal Science educational programming in the unit including the care of the animals housed at the Fauquier Agricultural Complex.
- Determine unit program needs by monitoring trends and issues, and conducting unit assessments involving the unit Extension Leadership Council (ELC) and other leadership committees.
- Network and build coalitions with other agencies, organizations and institutions to address the complex youth and family issues and the needs of the 4-H Animal Science program.
- Coordinate day-to-day activities and events associated with the Animal Science Youth program including animal science 4-H clubs, Livestock Show and Sale, non-ownership and leasing livestock projects at the Fauquier Agriculture Complex.
- Develop and maintain a systematic fund raising plan for private support of the unit Animal Science Youth program on an annual basis.
- Develop and deliver objective and research-based animal science educational programs, specify program goals and objectives, and identify resources needed.
- Inform clientele of program activities.
- Use appropriate technologies to plan and deliver programs through workshops, seminars, conferences, one-on-one visits, field trips, and tours.
- Organize and maintain a system of recognition and incentives for youth and volunteers in the program on an annual basis.
- Use computer applications for the development and delivery of educational programs and for program management.
- Maintain knowledge of current research information and participate in staff development programs.
- Develop and implement evaluation plans on a regular basis.
- Working with the unit support staff, maintain an inventory of unit 4-H animal science project and educational support materials.
- Implement, evaluate, and report the Youth Development Animal Science program to key stakeholders and administration, reporting impacts to clientele, the public, supporters, and VCE administration.
- Willing to assume other duties as necessary.
- Programming will be conducted in compliance with Equal Employment Opportunity/Affirmative Action/Civil Rights policies and procedures.
- All other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and experience in planning, conducting, and evaluating participatory Extension or non-formal education programs. Understanding and ability to conduct community needs assessment to determine program priorities. Knowledge of child and human development. Experience with 4-H Livestock Projects and FFA SAE. Knowledge and willingness of adult involvement and working relationships. Excellent written and oral communication skills. Basic knowledge in educational technologies and their appropriate use in the development and delivery of educational programs. Program marketing skills. Knowledge and willingness to involve and manage volunteers in program development and delivery. Maintain a personal commitment to working with diverse clientele and colleagues, and a willingness to further the civil rights goals of Virginia Cooperative Extension.

**EDUCATION AND EXPERIENCE:**

Must have a minimum of a Bachelor's Degree (BA or BS) at time of employment in a relevant discipline from a credited college or university.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and some heavy work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, vibration, noise, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Personal mobility / transportation required. Flexible working hours required. Position requires frequent night and weekend work and travel throughout the county.